



Project Charter - DRAFT

Project Name: Axiom Upgrade

ITS Project Process, Deliverable 2.1

Summary Date: May 31, 2006
Project Name: Axiom Upgrade
Executive Sponsor: Jay Haugen
ITS Project Manager: James Hooper
Total Cost: \$ 16,052

Project Objective Statement

25-word or less statement of what will be created or accomplished in this project.

The project will accomplish installation of data interface software on a server to increase the reliability and speed of data importation from Recruitment Plus (Undergraduate Admissions) and from FAFSA (Office of Financial Services) into Banner. The upgraded interface will provide fast, flexible and reliable importation of this and any other future data into Banner.

Solution Approach/Scope

50-word or less statement of how technology will be applied to reach the project objective.

Axiom, a data interfacing product currently in use on aging PC-class hardware in the Office of Financial Services, will be upgraded and installed on a more powerful server in Des Peres Hall. Existing interface configurations will be migrated for Financial Aid data and new interface configurations will be created for FAFSA data.

Successful Outcomes

Brief list of measurable achievements that will be accomplished when this project is successfully completed, including relationship to the University mission.

- Axiom will be installed on new hardware in Des Peres Hall increasing it's reliability and availability.
- Data will be able to be transferred completely and accurately using the Axiom product from Recruitment Plus into Banner.
- Data will be able to be transferred completely and accurately using the Axiom product from FAFSA data into Banner.
- Project will be completed by the deadline before Census, as a general target date.

Benefiting Users/Audiences

List the major groups or user(s) or audience(s) who will be impacted by the products or services developed within this project. This information will assist the development of the Communications Plan and Training Plan.

Which best describes the function most affected by this project?

- Academic
- Administration
- UMG
- Student Support
- Other _____

User/Audience	How Impacted?
1. SLU/Undergraduate Admissions	The current process of transferring new data from Recruitment Plus into Banner will be made more reliable by installing the interface hardware on server-class hardware in the data center.
2. New Students	New students will continued receive timely service from the University.
3. Development	FAFSA parent data will now be available to Development in Banner to improve fund-raising activities.
4. University	The interface will be available for future needs to bring third-party data into Banner in a fast, reliable fashion.
5.	

Excluded Functions/Functionality

Identify any major functions or functionality that may be perceived as near but are NOT within the scope of this project.

Other interfaces that may eventually benefit from a link with Banner through Axiom will not be included in the scope of this project.

Business & Technical Assumptions

Briefly document any assumptions that help to set boundaries and define the scope of this project. All project estimates contained in this document will be based on these assumptions, which are known by the project team at this time and documented here.

We will have to purchase new hardware to accommodate this application.

The data center will have the capacity to host this server.
 The project will fund both the application and the hardware required.
 The server will not require SAN connectivity.
 ITS Infrastructure resources will be available in the month of July to complete this project.

Constraint Matrix

Provide a constraint assessment for each project element – scope, schedule and resources. Only one selection per column.

Schedule is most constrained because in order to take advantage of the most stable data set for the Fall semester, we must be completed just prior to University Census.

	Least Constrained	Moderately Constrained	Most Constrained
Scope		X	
Schedule			X
Resources	X		

Known Constraints

Briefly list any known relevant regulations, hard deadlines, dependent projects, etc.

Impacted Projects	Explanation
Other projects	The infrastructure piece of this project must be completed within the month of July not to impact other projects. Infrastructure is scheduled to work on the Bradford Campus Manager and Identity Management (and others) during the month of July and August.
Regulations	Explanation
Deadlines & Calendars	Explanation
October 6, 2006	Project must be completed in the first week of October to be available before University Census.
Other	Explanation

Project Team Roster

From the Project Initiation Document (1.2) - Identifies individuals who are expected to have significant participation in a future phase of the project. The team roster is not intended as a comprehensive list of all human resources who will perform tasks or review information for a project.

Name	Role	Representing	Email	Phone
Jay Haugen	Executive Sponsor	Enrollment/Academic Services	haugenjp	977-2319
Keith Hacke	ITS Sponsor	ITS/Enterprise Resources	hackek	977-3535
Kalith Smith (Acting Director)	Stakeholder	Office Undergraduate Admissions	smithka2	977-8175
TBD	Stakeholder	Development		
Cari Wickliffe	Stakeholder	Office Student Financial Services	wicklics	977-2353
James Hooper	ITS Project Manager	ITS	hooper	977-2477
Maggie Waters	Applications Lead	ITS	watersm	977-3531
	Architect	ITS		
	ITS Operations Lead			
Jarrod Car	ITS Analyst	ITS	Carjl	977-7182

Major Milestone Target Dates

Identify all major milestones and their estimated target dates.

Major Milestones	Target Date
1. Hardware and Software Quotes Received	May 1, 2006
2. Hardware and Software Purchase and Delivery Completed	June 30, 2006
3. Install Server Hardware Completed	July 14, 2006
4. Install Software Completed	August 25, 2006
5. Users' Test Plans Submitted	August 17, 2006
6. Student Data interface migration from old system completed	July 28, 2006
7. Parent Data interface configuration completed	August 25, 2006
8. Testing Completed	September 11, 2006
9. Announce Changes to Users	September 21, 2006
10. Go Live	September 25, 2006

Major Milestones	Target Date
11. Decommission old “server”	October 6, 2006

Project Governance Structure / Responsibility Matrix

This matrix describes the level of participation and authority for project stakeholders on major project activities.

- E** Execution responsibility. Stakeholder responsible for getting the work done. Not necessarily a decision maker, but drives the group to make decisions in a timely manner.
- A** Approval authority. Final approval on accepting the outcome of this activity. Makes decisions.
- C** Must be consulted. As work is performed this stakeholder contributes information. Does not make decisions, but is asked for input prior to decisions.
- I** Informed after a decision is made. Wants to stay updated on progress of this activity.

Deliverable or Activity	Jay Haugen	Kalith Smith	Cari Wickliffe	Keith Hacke	Maggie Waters	James Hooper	Jarrold Car
Order Hardware	A	I	I	I	I	E	C
Order Software	A	I	I	I	I	E	I
Install Hardware	C	I	I	I	I	A	E
Install Software	A	I	I	I	E	I	I
Transfer Existing Configuration	E	I	I	I	E	I	
Build New Configuration	E	C	C	I	E	I	
Performs Testing	E	E	E	I	E	I	
System Cutover	I	I	I	I	E	A	I
Old System Decommission	E	I	I	I	C	A	I

Information Security

Standard questions about University Information Security (answered by every initiating technology project).

Information Security Considerations	Check all that apply	
1. Will this system interface with individual student record data?	Yes	X
	No	
2. Will this system interface with University Financial System data?	Yes	X
	No	
3. Will this system interface with health information data?	Yes	
	No	X
4. Will this system interface with PROTECTED health information data (individually identifiable patient information)?	Yes	
	No	X
5. Where will this system's data be hosted?	Internal/SLU network	X
	External vendor/3 rd Party	
	Currently Unknown	
6. What is the planned physical location for new equipment associated with this system?	Currently established SLU computing facility	X
	Departmental area/Desktop	
	External Vendor/3 rd Party	
	Currently Unknown	
7. Who are the intended users of this system?	Students	
	Faculty	
	Staff	X
	Other _____	
	No direct user interface Explain _____	

8. Where are the users located?	On-campus	X
	Off-campus	
	Both	
9. Will this system require users to authenticate?	Yes	X
	No	
10. If yes, who will be responsible for administration of access accounts for this system?	ITS	
	Other University Dept/Unit	
	Currently Unknown	X
	Not Applicable	
11. To the best of your knowledge, does this project present any conflict with existing University Information Security policy?	Yes	
	No	X
12. To the best of your knowledge, will this project require the development of new University Information Security policy?	Yes	
	No	X

Information Security Detail

Additional notes on Information Security that are unique and specific to this project.

Information Security Issue	Description

Regulatory Issues

Briefly list any regulatory factors known to the project team that would affect this project.

Regulatory Issue	Description
FERPA	Identifiable Student Information – Student information must be kept secure at all times.

Risk Analysis

Briefly analyze any risk factors (previously identified in the Project Initiation Document) known to the project team that would affect this project and rate each for impact and probability.

Risk	Explanation	Mitigation Strategy	Impact (H,M,L)	Probability (H,M,L)
1. Old PC	Old PC hosting current application will fail before new server is available.	Backup old system; have PC on standby in case of failure.	H	L
2. Server Room	Server room in Des Peres may not have sufficient space/electrical for the server	Place in alternate data center until Des Peres can be expanded	L	M
3.				
4.				

Detailed Budget

Provide a total cost estimate for this project, based on the requirements defined and assumptions known by the team at the end of the Project Definition Phase.

What is the Cost of this Project?	
Resources:	Estimate:
LABOR	
ITS Labor (effort in person hours):	
Administrative	2 hours
Project Management	16 hours
Applications	40 hours
Infrastructure	40 hours
Customer Service Center	2 hours
ITS Training Department	0 hours
Operations	4 hours
TLRC	0 hours
Information Security	2 hours
Total Internal Hours:	106 hours
Total Estimated Labor cost for the Project:	
Calculation is based on \$34.50/Hour.	\$ 3,657

ONE-TIME PROJECT EXPENSES	
Consulting/Vendor:	
Contract Labor	\$2,500 (estimate)
Vendor-Facilitated Training	\$0
Fixed Price Consulting Services	\$0
Hardware Expense:	\$9,395.00*
Software Expense: (SyncSort backup)	\$500
Total Estimated Expenses for the Project:	\$ 12,395
Total Estimated Project Cost:	\$ 16,052
Annual Recurring Cost of Ownership:	\$228 (SMS Support)
Estimated User Area Participation (effort in person hours)	0 hours

* = Server will also be used for other future interface products as appropriate.

Funding sources

Identify all known funding sources who have agreed to participate in the funding of this project.

Fund Name	Fund Number	Contact Name	Dollar Amount
ITS Account		Pat Thibodeau	\$9,395.00

Responsibility for Recurring Costs

Identify all known funding sources who have agreed to participate in the ongoing maintenance of the products or services created as a result of this project.

Fund Name	Fund Number	Contact Name	Dollar Amount
ITS Account		Pat Thibodeau	\$228 (SMS)